

# Credential Application

Remit to:  
State of Wisconsin  
Department of Commerce-Credentialing  
P.O. Box 78780  
Milwaukee WI 53293-0780  
Phone (608) 261-8467  
TTY: Contact Through Relay  
7:45 a.m. - 4:30 p.m.  
E-mail: madisoncred@commerce.state.wi.us

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**THE CREDENTIAL WILL NOT BE  
PROCESSED UNLESS YOU :**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

**Instructions:** Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. Please use a color of ink other than black. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (mo/day/yr)

**Send application and payment to:** State of Wisconsin, Department of Commerce-Credentialing, P.O. Box 78780, Milwaukee, WI 53293-0780

**Overnight mail delivery and Office location:** State of Wisconsin, Department of Commerce-Credentialing 201 W. Washington Ave., Madison, WI 53703

**All other correspondence:** Wisconsin Department of Commerce, Safety & Buildings Div., P.O. Box 7082, Madison, WI 53707

## COMMERCIAL PLUMBING INSPECTOR CERTIFICATION

class code 7630

**Reason for Credential:** A person who holds a credential issued by the department as a certified commercial plumbing inspector may conduct inspections of public buildings and places of employment for the purpose of administering and enforcing the Plumbing Code.

**Requirements of Credential:** A person who inspects public buildings and places of employment as a certified

commercial plumbing inspector shall:

- Maintain a record of the inspections made including the date and the findings of the inspections;
- Provide a copy of the inspection report to the owner of the property or his or her agent; and
- Make available to the department upon request his or her inspection records.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

**Education Hours Required to Renew:** The renewal of a credential as a certified commercial plumbing inspector shall be contingent upon the inspector obtaining at least 24 hours of acceptable continuing education. A person who holds a credential as a certified commercial plumbing inspector may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

## APPLYING FOR COMMERCIAL PLUMBING INSPECTOR CREDENTIAL

A person may obtain a credential as a certified commercial plumbing inspector by one of the following methods:

- Method 1 Taking and passing the commercial plumbing inspector examination.  
Method 2 Having a current master plumber or journeyman plumber credential.

Apply for the credential by following the instructions for method 1 or method 2.

### METHOD 1 - Examination

#### **Application and Exam Fee (nonrefundable): \$40.00**

Make checks payable to: Department of Commerce. The fee consists of a \$15.00 application fee and an exam fee of \$25.00. When the exam is passed, the applicant will be asked to pay a \$40.00 credential fee, which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee listed on the exam letter is received, will be effective for 4 years from June 30<sup>th</sup>.

**Examination:** In order to obtain the credential, the applicant must obtain a score of at least 70% on an examination. The exam will cover chapters Comm 5, Wisconsin Administrative Code; and Comm 81-87, Wisconsin Administrative Code. This exam is open book. Copies of current Wisconsin Administrative Code books may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253.

**When there is a change to Wisconsin Administrative Codes, exams will cover the new code one month after the effective date.**

**Current code development projects can be viewed here:** <http://commerce.wi.gov/SB/SB-CodeDevelopment.html>

You will need to have a working knowledge of the component manuals for the various POWTS. You will need to bring these to the exam site. These can also be purchased through Document Sales @ (608) 266-3358 or @ (800) 362-7253. The publication titles and numbers are as follows:

Form #	Document Title
SBD-10571-P	Holding Tank
SBD-10855-P	Holding Tank Version 2.0
SBD-10567-P	Conventional Soil Absorption
SBD-10573-P	Pressure Distribution
SBD-10572-P	Mound
SBD-10570-P	At-Grade
SBD-10854-P	At-Grade Version 2.0
SBD-10656-P	Split Bed Recirculating Sand Filter System
SBD-10595-P	Single Pass Sand Filter
SBD-10628-P	Recirculating Sand Filter
SBD-10657-P	Drip-Line Effluent Dispersal
SBD-10705-P	In-Ground Soil Absorption
SBD-10691-P	Mound
SBD-10706-P	Pressure Distribution

**Exam Name:** This is a 6-hour exam  
Commercial Plumbing Inspector

Daytime Phone Number:

## Scheduling 2009 exams: S&B offers exams in 10 different cities on one Saturday each month.

To schedule an exam:

- Choose a city and put a check mark behind the date you would like to take the exam. Record a telephone number where you can be reached during the day in case that exam is filled.
- Submit the fee and this application to the division. **The application and fees shall be received by the department at least 30 days in advance of the exam date chosen (Per COMM 5.09 (2)).** Keep a copy of this application for your records.
- If special accommodations are needed, contact Safety and Buildings, 608-261-8467, prior to submitting your application.
- You will receive a letter from S&B when division staff processes your exam request. You will receive a second confirmation letter about a week before the exam. You will be notified if exams sites change, are filled, or are closed.\*

\* The Department of Commerce, Safety and Buildings Division, is partnering with the state Office of State Employee Relations (OSER) to offer exams on the second Saturday of each month in 10 different cities. The specific exam location, which changes due to varying numbers of registrants, will be confirmed for attendees in a letter from OSER about one week before the exam. Contact OSER with any questions after receiving the final confirmation letter, by phone, 608-267-1013 or email [wicertexams@wisconsin.gov](mailto:wicertexams@wisconsin.gov).

### Saturday Exams

**Ashland** - A letter confirming the date, time and specific location will be sent to you.\*

July 11 ☐ August 8 ☐ September 12 ☐ October 10 ☐ November 14 ☐ December 12 ☐

**Eau Claire** - A letter confirming the date, time and specific location will be sent to you.\*

July 11 ☐ August 8 ☐ September 12 ☐ October 10 ☐ November 14 ☐ December 12 ☐

**Fond du Lac** - A letter confirming the date, time and specific location will be sent to you.\*

July 11 ☐ August 8 ☐ September 12 ☐ October 10 ☐ November 14 ☐ December 12 ☐

**Green Bay** - A letter confirming the date, time and specific location will be sent to you.\*

July 11 ☐ August 8 ☐ September 12 ☐ October 10 ☐ November 14 ☐ December 12 ☐

**Kenosha** - A letter confirming the date, time and specific location will be sent to you.\*

July 11 ☐ August 8 ☐ September 12 ☐ October 10 ☐ November 14 ☐ December 12 ☐

**La Crosse** - A letter confirming the date, time and specific location will be sent to you.\*

July 11 ☐ August 8 ☐ September 12 ☐ October 10 ☐ November 14 ☐ December 12 ☐

**Madison** - A letter confirming the date, time and specific location will be sent to you.\*

July 11 ☐ August 8 ☐ September 12 ☐ October 10 ☐ November 14 ☐ December 12 ☐

**Milwaukee** - A letter confirming the date, time and specific location will be sent to you.\*

July 11 ☐ August 8 ☐ September 12 ☐ October 10 ☐ November 14 ☐ December 12 ☐

**Rice Lake** - A letter confirming the date, time and specific location will be sent to you.\*

July 11 ☐ August 8 ☐ September 12 ☐ October 10 ☐ November 14 ☐ December 12 ☐

**Wausau** - A letter confirming the date, time and specific location will be sent to you.\*

July 11 ☐ August 8 ☐ September 12 ☐ October 10 ☐ November 14 ☐ December 12 ☐

## **METHOD 2 - Holding a Master Plumber or Journeyman Plumber Credential**

Attach a copy of your current master or journeyman plumbing license.

**Fee Submitted (nonrefundable):**  class code 7630

Make checks payable to: Department of Commerce (see table below). The credential will be effective for 4 years from June 30<sup>th</sup>.

The fee for applying for the credential using method 2 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$50.02	May	\$46.70	September	\$53.34
February	\$49.19	June	\$45.87	October	\$52.51
March	\$48.36	July	\$55.00	November	\$51.68
April	\$47.53	August	\$54.17	December	\$50.85